Health Regulation & Licensing STATEMENT OF DEFICIENCIES (X1) PROVIDER/SUPPLIER/CLIA (X2) MULTIPLE CONSTRUCTION (X3) DATE SURVEY AND PLAN OF CORRECTION IDENTIFICATION NUMBER: COMPLETED A BUILDING: -----B. WING **CPA-003** 06/12/15 STREET ADDRESS, CITY, STATE, ZIP CODE NAME OF PROVIDER OR SUPPLIER 4406 GEORGIA AVENUE NW LUTHERAN SOCIAL SERVICES OF NCA, INC WASHINGTON, DC 20011 SUMMARY STATEMENT OF DEFICIENCIES PROVIDER'S PLANOF CORRECTION (EACHCORRECTIVE ACTION SHOULD BE CROSS-REFUNDER THREE PROPRIATE TO THE CONTROL OF (EACH DEFICIENCY MUST BE PRECEDED BY FULL PREFIX PREFIX COMPLETE REGULATORY OR LSC IDENTIFYING INFORMATION) DATE TAG TAG Intermediate Care Facilities Division S 000 Initial Comment 899 North Capitol St., N.E. Washington, D.C. 20002 Received 10/12/15 An annual licensure survey was conducted from June 11, 2015 through June 12, 2015. The sample sizes were fourteen (14) personnel records based on a census of (25) twenty five, sixteen foster (16) foster family records based on a census of forty six (46); and, twenty-five (25) foster child records based on a census of (56) fifty six. The survey findings were based on interviews and the review of administrative records. Note: The below are abbreviations that may appear throughout the body of this report. Child Placing Agency - CPA Foster Child - FC Foster Family - FF Quality Assurance - QA FACES - FACES.NET (District of Columbia's Statewide Automated Child Welfare System Family and Children Electronic System) The HR Director implemented a new process to 9/15/15 S 095 1611.1(c) Personnel Records S 095 ensure new staff references are completed prior (c) At least three (3) letters of reference; to their start date. The HR Department will do quarterly file audits to ensure references have This CONDITION is not met as evidenced by: been added to each employee's personnel file. Based on record review and interview, the CPA failed to obtain at least three letters of reference for two (2) of the fourteen (14) personnel records reviewed. (Employee #4 and #7) The findings include: On June 11, 2015, beginning at 10:49 a.m., review of Employee #4's personnel record revealed two letters of reference were included in the files presented. Further record review

Health Regulation & Licensing Administration

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S 095 Continued From page 1 revealed Employee #4's hire date was May 13, 2013. Similarly, begiming at approximately 11:00 a.m., review of the ployee #7's personnel free of the the employee and supervisor;  This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that enthe that enthe that employees and an uperformance evaluations signed by both the employee and supervisor;  This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that enthe employees bad annual performance evaluations signed by both the employees that enual performance evaluations signed by both the ensure that employees had annual performance evaluations signed by both the employee and the supervisor, for ten (10) of the fourteen (14) personnel files reviewed. (Employees #1, #3, #4, #3, #7, #8, #9, #10, #12, and #13)  The finding includes:  On June 11, 2015, beginning at 10:49 a.m., review of the personnel records revealed no	NAME OF PROVIDER OR SUPPLIER  STREET AD  4406 GEC					ADDRESS, CITY,STATE, ZIP CODE EORGIA AVENUE NW					
Similarly, beginning at approximately 11:00 a.m., review of Employee #7's personnel records revealed no evidence that letters of reference were obtained prior to his/her November 1, 2013 date of hire. Interview with the Director of Human Resource on June 12, 2015, at 12:15 p.m., revealed that the At the time of the survey, the CPA failed to ensure that each employee's personnel file documented at least three letters of reference.  So96  1611.1(d) Personnel Records (d) Annual performance evaluations signed by both the employee and supervisor; This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that employees had annual performance evaluations signed by both the employee and the supervisor, for ten (10) of the fourteen (14) personnel files reviewed. (Employees #1, #3, #4, #5, #7, #8, #9, #10, #12, and #13) The finding includes:  On June 11, 2015, beginning at 10:49 a.m., review of the personnel records revealed no	PREFIX	(EACH DEFICIENCY	MUST BE PRECEDED BY	FULL	PREFIX	(EACHCORRECTIVE A CROSS-REFERENCED TO	CTIONSHOULDBE OTHEAPPROPRIATE	COMPLETE			
	S096	revealed Employee #4 Similarly, beginning a review of Employee # no evidence that letter prior to his/her Noven Interview with the Dir June 12, 2015, at 12:  At the time of the surv that each employee's pleast three letters of re 1611.1(d) Personnel R (d) Annual performan employee and supervix This CONDITION is on record review and ensure that employees evaluations signed by supervisor, for ten (10 files reviewed. (Emple #10, #12,and #13)  The finding includes: On June 11, 2015, beg the personnel records	It's hire date was May at approximately 11:0  The personnel records as of reference were on the personnel file documents of the cords are considered by the CPA failed to personnel file documents of the cords are evaluations signed by sor;  In the met as evidenced interview, the agency had annual performation both the employee and of the fourteen (14) by the fourteen (14) by the cords are considered by the cords are cords.	of a.m., as revealed obtained ource on a the opensure ented at the opensure enter the opensur		agency annual review period September. Hiring manage notifications of when review a copy has not been submit Department. The HR departmenthly audits to identify for Adoption/Foster Care hiring receive formal feedback for	od in August — ers will receive ws are due, and when ted to the HR tment will conduct files without reviews g managers will r as well as a time				
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	Continued From page evidence that Employ #10, #12, and #13 had evaluations signed by supervisor.  On June 12, 2015, at a interview with the Director of the surreconsistently document evaluations for all emevery evaluation was and the employee	rees #1, #3, #4, #5, #7 If annual performance both the employees approximately 12:20 rector of Human Resort for these employees rector for these employees rector the employees rector t	p.m., ource ated annual es."				
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	Interview with the Dir June 12, 2015 at 12:20				Blenest	Cal	lmo7

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Each child-placing agency shall require a written report on the applicant's mental and physical conditions including addictions which could adversely affect the applicant's capacity to work with children.				to provide employees 90 days' notice of physical expiration in order to allow for the		
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This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that every employee's personnel record included a current physical examination report as required in section 1611.1, for one (1) of the	PROVIDER OR SUPPLIER RAN SOCIAL SERVICES OF NCA, INC  SUMMARY STATEMENT OF DEFICENCIES (FACH DEFICIENCY MUST BE PRECEDED BY PULL REGULATORY OR LSC IDENTIFYING INFORMATION)  Continued From page 4  This CONDITION is not met as evidenced by: Based on record review and interview, the agency failed to ensure that each employee's job description was included in their personnel records, for two (2) of the fourteen (14) employee files reviewed. (Employees #6 and #7)  The finding includes:  On June 11, 2015, beginning at 10:49 a.m. review of the personnel records revealed no evidence that Employees #6 and #7 had each been given a job description.  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298 525.1(d)		f the agency's contact nces; 1 was missing fr		S 298 1625.1(d)	The agency will adjust its internal recreview process to audit 100% of new licensed foster parent files within that The licensing coordinator will obtain additional reference for foster parent file in the record.	ly t month.	9/1/15 9/15/15	
510 543.3(b)	child(ren) in care to i and dental examination include emergency as	priate health supervisinclude at least annual ons. This supervision and routine medical carul medical problems of	medical will e and	S 510 1643.3(b)	To improve ongoing compliance, the will maintain a tracking system of yo medical exam dates. 90 days before anniversary date of the last physical, worker will follow up with foster par regards to scheduling appointment.	uth the social	9/15/15	
					To improve the collection of the documents/evidence of completed ph foster parents will be informed to lea forms with the Doctor's office and lis agency's address to mail the complete	ysicals, ve the st the	9/19/15	
					In an effort to bring the cited records compliance, social workers or identif will seek to obtain documentation of physicals that were completed from the parent of Doctor's office.	into ied staff youth	10/1/15	
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